

SKILLS BANK PLACEMENT

Skills Bank placement denotes the "banking" of new applicant files for inspection by Agency components with the view to selection for employment. To facilitate review, new files and resumes are grouped according to the candidates' professional or technical qualifications. Acquisition lists are compiled and distributed to the Personnel Officers of all components. Files are retained in the Skills Bank for 15 calendar days, constituting an open inspection period. Following this period, components may withdraw files for a final 3-day review. Priority of review normally is determined by the component's relative deficit staffing status, that is, ceiling minus strength coupled with predictable attrition as offset by applicants in process.

"Committed" applicants, not subject to open inspection unless rejected by the designated component, are either those candidates recruited through the component's own resources or those whose qualifications are classically consistent with the requirements of a given component.

Skills Bank review and placement is considered the most effective mechanism for servicing both projected and newly developing staffing requirements. It eliminates the guesswork that goes with Placement Division/Applicant Selection Branch's (PD/ASB) "shopping files," or, worse, not shopping a particular file to a component that may have an overriding claim although it has not reduced its requirement to Personnel Requisition format.

The 3-day final review rule is designed to expedite an Agency hiring decision within 30 days. We not only owe this consideration to the candidate, but to our recruiters. By adhering to an over-all 30-day review schedule, the Office of Personnel can maintain a control that weeds out weaker candidates while insuring stronger candidates receiving timely selection and clearance processing.

Essentially, the weaker candidates eliminate themselves—when their files are not withdrawn from the Skills Bank by any component after the 15-day open inspection period. An equally important control serves to alert OP to personnel categories wherein input of new applicants remains at an inadequate level to satisfy staffing demands. In these categories, OP must design timely recruitment action to forestall shortfall, rather than continue to overload the pipeline with easy-to-come-by applicants—as was the case when no effective control device existed.

While applicants may appear on this acquisition list in no specific order, they are "banked" by PD/ASB according to professional or technical education and experience. Further, please do not infer from this explanation of the Skills Bank placement system that Recruitment Division can do its work without the benefit of definitive Personnel Requisitions. Requisitions clearly indicating the specific qualifications desired are essential to the organization of the recruiting effort, conveying requirements to individual regional recruiters and to the identification of the need for special recruitment tasks or campaigns. Only requisitions create the obligation to undertake recruitment!

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*Daily lists to Personnel offices
Bank - 30 days -*

*CT's will be separate
800 files in bank
the same*